IDAHO STANDARDS FOR PUBLIC SCHOOL DRIVER EDUCATION AND TRAINING



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IDAPA 08.02.02.240.02. DRIVER EDUCATION

All driver education courses offered in Idaho's public schools must be conducted in compliance with all of the requirements in the Idaho Standards for Public School Driver Education and Training approved on November 12, 2004.

1.0 APPROVED TEEN DRIVER EDUCATION AND TRAINING PROGRAM STANDARDS

A teen driver between the age of 14 ½ and 17 may enroll in driver education and training to be eligible for a license at age 15. The driver-training (DT) permit shall be purchased before the student participates in any instruction. The following standards are for the "Approved Teen Driver Education and Training Program."

1.1 Enrolled Students

A student is considered "enrolled" when the student attends the first day of a scheduled class and continues until course completion.

1.2 Minimum Hours and Days

When school is in session, an Approved Teen Driver Education and Training Program shall be conducted in not less than six (6) weeks (42 calendar days) duration.

- **1.2.1** When school is not in session, a course may be conducted over a minimum of 30 days duration and all program standards must be met.
- **1.2.2** The course shall include 30 clock hours of classroom instruction, six (6) clock hours of behind the wheel instruction and six (6) clock hours of observation.
- **1.2.3** The 30 clock hours of classroom instruction requires contact with the instructor. Homework assignments completed outside the classroom shall not be counted in the 30 clock hours.

1.3 Scheduling

During the 42- and 30-day programs, students shall be regularly scheduled for integrated classroom and behind the wheel instruction periods. Every student will receive instruction for the required number of days and hours.

- **1.3.1** Each behind-the-wheel lesson shall be taught in the classroom prior to practicing the lesson during behind the wheel instruction.
- **1.3.2** Classroom instruction shall not be substantially completed or completed before starting in-car practice.
- **1.3.3** Before students begin behind the wheel instruction on a public roadway, they will first be given classroom instruction for the basics of: approaching the

- vehicle with awareness; orientation to controls; use of vision to control the vehicle; proper use of the steering wheel; accelerator and brake control; turning left and right; signs, signals, and markings; and rules of the road.
- **1.3.4** A maximum of 36 students shall be scheduled per class.
- **1.3.5** Classroom instruction shall be a maximum of 10 hours per week.
- **1.3.6** Classroom instruction shall be a maximum of two hours per day when school is in session and three hours per day when school is not in session.
- **1.3.7** Classes scheduled for two or three hours per day may provide a five-minute break for each hour of instruction.
- **1.3.8** Instruction shall not begin earlier than 6:00am or end later than 10pm.
- **1.3.9** Two or more separate classes may not be combined into one class unless the lesson taught is consistent with the program's scope and sequence and lesson content outline.

1.4 Late Enrollment

A student may miss the first three (3) hours of classroom instruction. However, the hours must be made up before any final tests are administered. Enrollment is not permitted if a student misses more than the first three (3) hours of classroom instruction.

1.4.1. Enrollment is not permitted after the first three hours have been conducted.

1.5 Behind The Wheel Driving Time

The maximum behind the wheel (BTW) driving time for each student is sixty- (60) minutes per day.

- **1.5.1** BTW instruction shall not exceed three hours per week.
- **1.5.2** BTW lessons shall not begin earlier than 6am or end after 10pm.
- **1.5.3** Drive time shall not include time spent driving to pick up or drop off students unless the route meets the objective of the drive lesson.

1.6 Observation Time

Students may observe from the rear seat for a maximum of two hours per day.

- **1.6.1** Instructors will present lessons to engage observing students in the drive lesson.
- **1.6.2** Students may complete the observation time with a parent or legal guardian when it is in the best interest of the student.

1.7 Vehicle Occupants

Only the instructor and student driver may occupy the front seat.

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1.7.1 In-car instruction shall include not less than two (2) or more than three (3) students in the car.

- 1.7.2 One student may be scheduled for in-car instruction when it is determined to be in the best interest of the student. This exception shall have prior written permission from the parent or legal guardian.
- **1.7.3** No person shall occupy a rear seat unless involved as a student, parent/guardian, instructor or student enrolled in a driver education teacher preparation course, translator, or supervisor of the driver-training program.

1.8 Multiple-Car Driving Range

Two (2) hours of driving on a multiple-car driving range may be substituted for one (1) hour of BTW instruction. Multiple-car instruction may be substituted for not more than three (3) of the total six (6) hours required for BTW instruction.

1.9 Simulation Instruction

Simulators may be used and substituted for portions of the behind-the-wheel instruction on the basis of three- (3) hours simulation for one- (1) hour of behind the wheel. Simulation instruction may be substituted for not more than three (3) of the total six (6) hours required for behind-the-wheel instruction.

1.10 Program Substitution

No combination of multiple-car driving range or simulation instruction will result in less than three (3) hours of behind-the-wheel driving.

1.11 Assessments

The standards for passing the Teen Driver Education and Training Program shall be clearly set forth in writing to students prior to starting the course of instruction.

- **1.11.1** Students shall be assessed in the following three (3) areas: knowledge, skills, and attitude. A student who fails in any one of the three (1 of 3) grading criteria shall be failed for the entire course.
- **1.11.2** A student shall be failed if convicted of a violation of an Idaho Statute or for behavior that is contrary to the Teen Driver Education and Training Program standards or policies.
- **1.11.3** Each student shall be assessed for knowledge and understanding of the classroom lessons with quizzes that require students to list, define, describe, identify, demonstrate, explain, compare, predict, estimate, or solve.
- **1.11.4** Successful completion for the course is earning a grade of 80% or higher.

- 1.11.4.1 A final knowledge test will be administered at the completion of the course. The test shall cover the essential knowledge required for successful completion of a Teen Driver Education and Training Program as published by the Department of Education.
- 1.11.4.2 A final behind-the-wheel skills test will be administered that measures the essential skills required for successful completion of an Idaho Teen Driver Education and Training Program as published by the Department of Education. A standardized form will be used by the school's instructors, with planned, predetermined routes.

1.12 Parental Involvement

The school will have a written policy for involving a parent or legal guardian in the student's driver education and training program.

1.13 Make Up Policy

A make-up policy shall ensure that all required hours of instruction and course content are completed. Students will not be allowed to make up missed lessons in a scheduled classroom session unless the lesson missed is being taught. Make-up lessons may be provided on an individual basis.

1.14 Curriculum

The classroom and behind the wheel essential knowledge and skills shall meet or exceed the *Content Standards and Benchmarks for a Teen Driver Education and Training Program.* Each teacher shall be provided a copy of the school district's Driver Education Curriculum Guide.

1.15 Lesson Plans

Each instructor shall have lesson plans for the lesson they are teaching in the classroom and/or BTW based upon the program's approved curriculum content outline. Lesson plan content shall meet or exceed the most current Idaho Driver Education and Training Curriculum Guide.

1.16 Student Instructional Materials

Each student shall have access to instructional materials to read and study during the course. The instructional material shall be equal to or exceed the content of a current state-adopted driver education textbook and be compatible with the school's curriculum content outline.

1.16.1 Textbooks, if used, shall be selected from the list adopted by the State Department of Education.

1.17 Idaho Driver's Manual

Each student shall have access to a current copy of the *Idaho Driver's Manual*. The manual shall not be used as the only source of instructional material, but shall be used as an aid for instruction on Idaho's traffic laws, rules of the road, driver licensing and vehicle registration.

1.18 Practice Guide/Log

Each student and their parent or legal guardian shall be informed of the requirements of the Graduated Driver Licensing law and provided a supervising driver practice guide and log for their use during the required four (4) months of the Graduated Driver Licensing practice period.

1.19 Transfer Students From Out Of State

Students completing driver education in another state must meet Idaho's Approved Teen Driver Education and Training Program standards of 30 classroom clock hours, 6 hours behind the wheel clock hours, and 6 observation clock hours to qualify for driver training completion in Idaho. The documentation must be on an official school form, signed by the instructor or administrator. Students not meeting this standard must complete an Idaho Approved Teen Driver Education and Training Program to be eligible for a license before age 17.

1.20 Student Withdrawals

If a student withdraws with a valid reason (illness, injury, etc.), the school may hold the permit and the student may re-enroll in another class.

1.21 Students With Special Needs

If the student has an Individualized Education Program (IEP), the IEP team should develop goals and objectives or determine if the student will need special accommodations in driver education and training. Once enrolled, every effort should be made to adapt lesson materials to the student's specific needs (Individuals with Disabilities Education Act, IDEA; PL101-476). Students not eligible for special education services should consult with the district's school staff responsible for determining under the IDEA if the student could qualify and receive services under Section 504.

1.22 Home Correspondence Course

Idaho Statute §33-1702 provides for a home correspondence course for the classroom portion only. A student requesting permission to complete a home correspondence course shall meet the eligibility requirements established by the State Department of Education. All requests shall be submitted to the Department of Education, Driver Education for approval.

2.0 THE DRIVER EDUCATION CLASSROOM

If the classroom is not located in a public or private school building, submit a *Certificate of Maximum Occupant Load* from the state fire marshal, local fire department, or local planning and zoning agency. The classroom must, in addition to fire and safety approval, meet the standards required by the American with Disabilities Act.

- **2.0.1** The classroom environment will be conducive to learning, free from any disturbing influence and used exclusively for driver education instruction during the classroom period.
- **2.0.2** The classroom shall have:
 - 1. a minimum of 20 square feet per occupant with individual seating and writing space for each student
 - 2. adequate heat, lighting, ventilation
 - 3. a VCR/monitor, if used, will be of sufficient size for all students to see
 - 4. a whiteboard, chalkboard or flipchart

3.0 INSTRUCTOR REQUIREMENTS

Instructors for driver and traffic safety education shall be at least twenty-one years of age and be a high school graduate or equivalent (GED).

3.1 Driver's License

Applicants for an original or renewal license shall possess a valid Idaho Class A-D driver license and have a satisfactory driving record. A driving record will be determined satisfactory only if the applicant has not:

- 1. received a court suspension or revocation that is not traffic related
- 2. been convicted of a traffic violation that carries a mandatory suspension or revocation of the driver's license within the preceding thirty-six (36) months
- 3. been convicted of more than one (1) occasion of any moving traffic violation within any twelve (12) month period of the previous thirty-six (36) months
- 4. been convicted for any moving traffic violation causing a fatal traffic collision
- 5. been convicted for driving while his/her driver's license was revoked or suspended
- **3.1.1** Out-of-state residents working full-time in the Idaho public school system may apply for a waiver after submitting a state-issued copy of their driving record from their home state.

3.2 Education

The certification requirements shall comply with the Idaho Department of Education's certification standards.

3.3 Medical Examination

Instructors providing in-car instruction shall have a medical examination from a licensed medical doctor that is equivalent to the Federal Motor Carriers Safety Regulations (49 C FR 391.41-391.49).

- **3.3.1** The medical examination shall be completed within three months preceding the application with the exception that a current Commercial Driver License (CDL) medical certificate may be submitted.
- 3.3.2 The medical examination report must indicate whether the applicant has any ailment, disease, or physical or mental disability(ies) that may cause momentary or prolonged lapses of consciousness or control, which is or may become chronic. Applicants must not be suffering from a physical or mental disability or disease that may prevent the applicant from maintaining reasonable and ordinary control over a motor vehicle or that could impair the applicant's ability to drive safely or instruct automobile drivers.
- **3.3.3** The medical examination must be renewed every two years.

3.4 Knowledge and Skills Tests

Instructor applicants shall pass a written test, administered by the Department, with a grade of 80% or higher. The test may include, but not be limited to, the following topics:

- standards for the Teen Driver Education and Training Program
- requirements to obtain a driver license in Idaho
- driver education and training technical content
- signs/signals/markings
- Idaho driving laws
- instructional techniques

If the applicant fails the written test, he must wait (3) days before retesting.

- 3.4.1 Instructor applicants shall submit an Idaho Transportation Department (ITD) skills test form that has been administered by an ITD skills tester within the past 12 months, with a passing score of not more than 7 penalty points. The applicant must wait three (3) days before retesting.
- **3.4.2** At the discretion of the Department, a re-examination of the knowledge or skills may be required for a license renewal.

3.5 Professional Development

Instructors must complete and provide documentation of 15 hours of professional development training every two (2) years. Professional development hours will be accepted if for the purpose of enhancing instructional knowledge and skills in support of teaching best practices.

- **3.5.1** Professional development training must be approved by the State Department of Education and may be obtained through a state agency, college or university, or professional education organization. Professional development training may be selected from independent study courses and may also include Continuing Education Units (CEUs) approved by the Department of Education.
- **3.5.2** Examples of professional development courses that can expand the depth of knowledge of a driver education and training instructor includes: motivating learners, learning styles, assessments, use of technology, classroom techniques, in-car techniques, developing lesson plans, and motor learning.

3.6 Annual Renewal

Certification is valid for a fiscal year (from July 1 through June 30).

3.6.1 Instructors must be re-authorized each fiscal year to teach driver education within individual districts. Districts must use the current "Instructor Authorization" form to submit instructor information to the Department of Education.

4.0 COURSE ADMINISTRATION

4.1 Application To Operate Classes

Submit The ANNUAL PROGRAM PLAN Application to Operate form to the Department for approval no less than thirty - (3O) days before the start of any class.

4.2 Student List

Submit the *Student List* form provided by the SDE to the Department of Education within Ten (10) days after a class starts.

4.3 Reimbursement

Report all income generated by student fees to the State Department of Education on the *Request for Reimbursement* form.

4.3.1 Reimbursement Claim Periods

Districts may choose to file a claim for reimbursement within 45 days after each class ends or submit all classes at the end of the school year, within 45 days after the last class ends.

4.3.2 Materials and Equipment

Materials and equipment used for three years or more may be prorated on the *Claims for Reimbursement* over a period of up to three years. The following equipment and materials may be purchased without prior approval by the Department of Education and can be included on the *Claim for Reimbursement*:

- Dual control brakes
- Student workbook
- Fire extinguisher
- Vehicle signs
- Student textbooks mirrors

- Instructional videos
- First aid kits
- Teacher resources
- Instructor rearview

4.3.3 Instructor Expenses

Districts may include the cost of instructor training and required medical examination for the in-car instructor in their *Claim for Reimbursement*.

4.3.4 Cooperating School Districts

Two or more districts may cooperate in offering driver education and training. However, only one school district may submit a *Claim for Reimbursement*. All adjustments for payment of expenses will be between the cooperating districts.

4.3.5 Repeat Students

If a student fails, the student can re-enroll in another class, providing the student purchases a new driver-training permit. The student may again be added to the *Claim for Reimbursement*.

4.4 Students Outside the District

Students enrolled in any Idaho school district may enroll in driver education and training outside their home district with approval from the "home" district and "transfer" in district.

4.5 Student Records

All original student records shall be maintained for a minimum of five years, including students who passed, failed, withdrew, cancelled or transferred. Each student's record shall include:

- 1. student's full name, address, telephone number
- 2. total fees charged
- 3. public school driver training (DT) permit
- 4. attendance records
- 5. behind-the-wheel driving log
- 6. quizzes and tests grade results

- **4.5.1** ginal student records shall be made in ink and updated after each lesson.
- **4.5.2** The original records shall be made available to the Department of Education upon request.
- **4.5.3** Loss, mutilation, or destruction of records must be reported immediately to the Department of Education by affidavit, stating the date the records were lost, destroyed, or mutilated; the circumstances involving the loss, destruction, or mutilation; the name of the law enforcement officer or fire department official to whom the loss was reported; and the date of the report.

At the end of the course, the student's driving logs shall be included in the student's record and maintained by the school.

4.6 Collision/Incident Report

Within two (2) weeks following any incident involving a driver-training vehicle, submit a current SDE *Collision/Incident Report Form* to the Department of Education.

4.7 Driving Logs

A driving log for each student shall be maintained by the instructor and include the following minimum information: (1) student name, (2) driver training permit number, (3) home phone number, (4) emergency contact name and phone number, (5) instructor's name, (6) date and clock time of each drive, (7) skills taught, (8) driving and observation time, (9) instructor remarks, (10) student initials verifying time/date for each drive and observation, (11) final behind-the-wheel grade, (12) total time (driving & observation), and (13) special accommodations if used (hand controls, a seat cushion, etc.).

4.8 Program Reviews

The State Department of Education shall review classroom and behind-the-wheel instruction and program records for compliance with instructional, statutory, and regulatory requirements.

4.9 Cell Phone Use During In-Car Training

Cell phone usage while a student is driving shall be limited to emergency purposes only.

5.0 DRIVER TRAINING VEHICLES

Only passenger vehicles may be used. All motor vehicles used for in-car instruction shall be properly registered in compliance with the Idaho Transportation Department's vehicle registration laws and be maintained in safe operating condition.

When a vehicle is not used exclusively for driver training, the district will require the driving instructor(s) to maintain a mileage log. The log will remain on file with the driver education program's expenses.

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Before a vehicle is used for instruction, a law enforcement officer or qualified mechanic must inspect the vehicle using the *Vehicle Inspection Form* provided by the Department of Education.

- **5.1.1** Vehicles not passing the inspection shall be placed out of service until the needed repairs or equipment are made and the vehicle is re-inspected by law enforcement or a qualified mechanic using the *Vehicle Inspection Form*.
- **5.1.2** Annual inspections expire on June 30th of each year.

5.2 12-Month Inspections

Inspections serve to verify the integrity of the vehicle's critical safety components that are necessary to ensure that the vehicle is in safe operating condition. Driver training vehicles older than 12 months shall be mechanically inspected every twelve (12) months based upon the recommendations in the *Passenger Vehicles & Light Trucks Inspection Handbook*, published by the American Association of Motor Vehicle Administrators. The inspection will include the following:

- Brakes
- Tires and Wheels
- Suspension and Steering
- Torsion Bars, Springs, Shocks/Struts
- Ball Joint Wear
- Lighting and Electrical
- Visibility
- Interior Body Components
- Occupant Restraint Systems
- Exterior Body Parts, Doors
- Fuel and Exhaust Systems
- Dual Control Brake
- **5.2.1** Combining wheel removal with dynamic testing is the optimal brake inspection procedure. It verifies the actual condition of the braking components and the proper functioning of the entire braking system.
- **5.2.2** A qualified mechanic shall perform inspections using a form that lists the inspections and repairs performed.
- **5.2.3** The completed inspection form shall be made available to the Department of Education upon request.
- **5.2.4** Following any motor vehicle crash involving the vehicle, the driver training school shall withdraw the vehicle from the fleet and not use it for instruction until it has passed a mechanical inspection.

All motor vehicles used to practice driving lessons shall be equipped with a dual control brake pedal within easy reach of the instructor and capable of bringing the vehicle to a stop in accordance with Idaho Code §49-933(7). Driver training vehicles shall be equipped with:

- 5.3.1 operating safety belts and all occupants in the driver-training vehicle shall be properly secured in a safety belt when the vehicle is moving.
- 5.3.2 an inside rear view mirror for the exclusive use of the instructor
- 5.3.3 side-view mirror on each side of the vehicle, adjusted for the driver's use.
- 5.3.4 signs that can be seen from outside the vehicle to the rear and both sides of the vehicle
 - The signs and letters will be of contrasting colors so as to be clearly readable at one hundred feet in clear daylight.
 - O Signs to the rear and sides will have "STUDENT DRIVER," or "DRIVER EDUCATION," with not less than 2 ½ inch high lettering.
 - O Signs to both sides of the vehicle will have the name of the school district with not less than two-inch (2) high lettering.
 - o All signs must be safely secured while the vehicle is in motion.
 - O When replacing worn or installing new signs, the lettering will comply with these standards.
- **5.3.5** Vehicles used on a multiple car, off-street "range" are not required to be equipped with a dual control brake, car signage, or rear-view mirror for the instructor.

5.4 Vehicle Insurance

The insurance coverage shall be maintained in full force and effect when the vehicle is used for driver training and will meet the requirements in Idaho Statute §6-924. Currently statute states the policy will have a limit of not less than \$500,000 for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants.

6.0 CONTRACTING WITH COMMERCIAL SCHOOLS

School districts may contract with a commercial driving school to provide the driver education and training program. To qualify for reimbursement, the district shall have a written contract with the commercial driving school specifying the responsibilities of each party. The contract, at a minimum, will include the following:

- Contractor Obligations and Performance
- Vehicle and Insurance Requirements
- Student Fees and Contractor Payment
- Monitoring and Inspection
- Compliance with Laws and Standards
- Reimbursement of Expenses

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- Equipment, Tolls, Materials, or Supplies Provided
- Reports and Records

Indemnification

- 6.0.1 The district is responsible for ensuring the contractor meets all of the requirements of the 1.0 Approved Teen Driver Education and Training Program Standards; 2.0 The Driver Education Classroom; 4.5 Student Records; 4.7 Driving Logs; and 4.9 Cell Phone Use During In-Car Training; as stated in the Standards for Public School Driver Education and Training, a rule by reference.
- **6.0.2** A copy of the contract shall be sent to the Department of Education before the contractor begins the training.
- **6.0.3** Commercial school employees who will be with a teen driver student unsupervised shall have a completed criminal history background check.
- **6.0.4** All driver education and training instructors teaching under the contract shall have a criminal history background check.
- **6.0.5** All record keeping and required reporting to the Department of Education shall be completed by the school district, not the contractor.
- **6.0.6** All student records are the property of the school district.
- **6.0.7.** Failure by the contractor to abide by the public school standards will be considered cause for non-reimbursement of expenses to the school district.

7.0 **DEFINITIONS**

Approved Teen Driver Education and Training Program—The driver education and training course of instruction for teens between the ages of 14 ½ and 17 that is approved by the Idaho Department of Education.

Attendance Records—Daily attendance records showing when a student received instruction, was absent, participated in a makeup lesson, terminated, withdrew or transferred. Instruction time recorded in minutes or hours.

Authorized Driver Education Instructor—A person authorized by the Idaho Department of Education to conduct driver education and training within the public school system.

Behind-the-Wheel Instruction—That portion of the driver education and training program where the enrollee is actually seated behind the wheel of the vehicle, operating it either in real or simulated traffic situations, through the direct guidance of a driver education and training instructor.

Classroom Instruction—That portion of a driver education and training program, occurring in a classroom environment, under the direct guidance of a driver education instructor that enables student learning to occur through varied instructional methodology.

Clock Hour—Is equal to sixty (60) minutes.

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Commercial Driving School—A licensed driver education program offered by a for-profit agency where the program is financially supported by fees paid by enrollees.

Driver Education and Training Course—The course of study, under the direct guidance of a driver education instructor that, upon successful completion, enables an enrollee to acquire the basic knowledge, skills and attitudes necessary to operate a motor vehicle within the highway transportation system.

Driving Range Instruction—That portion of the driver education instruction that enables the driver education instructor, from a position outside the vehicle, and using electronic or oral communication, to teach and supervise several students simultaneously, each of who is operating a car on an off-street driving range designed specifically for such instruction.

Driving Simulation Instruction—That portion of the driver education program, under the direct guidance of a driver education instructor, using several computer-based simulator units and programs that reproduce driving situations likely to occur in actual driving performance on the street. Simulation requires the student to evaluate risk, make decisions and respond to the situations presented.

Driver Task Analysis—The knowledge and skill a driver must have to safely and efficiently own and operate a vehicle and drive the vehicle from one location to another within the highway transportation system.

Integrated Scheduling—Classroom and behind the wheel instruction scheduled to include a mix of instruction in both phases (classroom and behind the wheel) throughout the duration of the driver education and training course.

Lesson Plans—Student learning objectives, subject matter content, materials, resources, instructional procedures, and assessments in an organized structure.

Observation Time—The time an enrollee in a driver education course spends in the rear seat of a vehicle observing another driver operate the controls of the vehicle and responding to the driving situations.

Public School Program—An Approved Teen Driver Education and Training Program offered in a public school that is supported in whole or part by driver licensing funds.

Qualified Mechanic—A person trained to inspect, diagnose, and repair a motor vehicle.

SDE—State Department of Education

Student List—A form provided by the Department of Education that includes information about enrolled students.

Vehicle Operational Skills— The vision control, motion control and steering control skills needed to drive in a variety of driving environments and conditions.

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or disability in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to the State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director, Office of Civil Rights, Department of Education, Washington, D.C.